

**CHARTER TOWNSHIP OF DELTA**  
Public Meeting Room B  
Delta Township Administration Building  
7710 West Saginaw Highway  
Lansing MI 48917

**TOWNSHIP BOARD COMMITTEE OF THE WHOLE MINUTES**  
**MONDAY, SEPTEMBER 9, 2013**

**I. CALL TO ORDER –**

Supervisor Fletcher called the meeting to order at 6:00 p.m.

**II. ROLL CALL –**

Members Present: Supervisor Kenneth Fletcher, Treasurer Howard Pizzo, Clerk Mary Clark, and Trustees Jeff Hicks, Dennis Fedewa, Karen Mojica and R. Douglas Kosinski.

Members Absent: None

Others Present: Township Manager Richard Watkins, Deputy Manager Jen Roberts, Finance Director Jeff Anderson, Fire Chief John Clark, Assistant Fire Chief Mike Roman, Community Development Director Mark Graham, Assistant Planner Chris Gruba.

**III. SET/ADJUST AGENDA –**

TRUSTEE FEDEWA MOVED TO APPROVE THE AGENDA AS PRESENTED.  
TREASURER PIZZO SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

**IV. PUBLIC COMMENT – None**

**V. MANAGER'S REPORT –**

- Discussion ensued regarding the Potterville Fire Department issue. It was the consensus of the Committee of the Whole to not assist at this time.
- Manager Watkins mentioned a resident's complaint regarding construction issues at Huntington Acres during the last Regular Board Meeting. Manager Watkins states that there was a meeting between the contractor and the Managers office last week to address fifteen different issues. Manager Watkins states the biggest problem site clean up and dirt piled on residential property. A letter has been drafted to those affected extending our apologies for the inconvenience. The company's completion date on this project was August 31, 2013 and are being assessed a \$1,000. fine per day until it is complete. The Manager's office recommends that the Webster Road project be removed from the contract and re-bid it in 2014.
- Manager Watkins states that he and Deputy Manager Roberts have been discussing the issue of temporary signs that was brought up at the last Regular Board Meeting. That he, Deputy Manager Roberts and Community

Development Director Graham will be collaborating to develop a plan for enforcement of the sign ordinance to address the excessive signage being placed during non Township hours of operation.

## **VI. ITEMS OF DISCUSSION –**

### **1. Tent Displays, Community Development Director Mark Graham**

Director Graham presented information regarding the current sign ordinance and how some businesses are abusing the tent permit allowances. Discussion ensued amongst the Board. Businesses are erecting feather signs, using mattresses as signs, erecting inflatables and tents that are larger than the size allowed via a permit. Businesses are then trying to one up the competition by having larger signage and tents. Currently some businesses are erecting signs after Township hours to avoid enforcement.

Discussion continued regarding the viability of businesses that might be limited in the number/size of banners, signs and tents. There are issues surrounding right of ways, distraction to drivers and visual blight. It was suggested to survey the business along the Saginaw corridor to determine what the perception of the business owners is.

Several solutions were discussed, among them, having a tiered escalating fine system. As well as perhaps losing the ability to obtain permits for signs/tents in the future.

Discussion ensued regarding what other communities allow in terms of time limits. In regard to those calendar time limits, it was mentioned that some businesses would prefer a 2 or 5 day sign/tent permit vs. a 45 day. This presents problems administratively and in terms of enforcement. It was suggested that perhaps a transaction fee be developed – so that if a business prefers a non consecutive 45 day permit, that it be charged a transaction fee for each break down of time below that.

Director Graham stated that based on the consensus of the Board to do some more research, surveys of existing business and further analysis of the policies of the surrounding communities. Director Graham states that the Manager's office will continue to work separately on the enforcement piece. Director Graham states that he hopes to have a completed proposal in approximately a month.

Clerk Clark reminds the Board that the Township Strategic Plan calls for enhancement of the Saginaw corridor and the current visual blight does not support that goal.

Supervisor Fletcher stated that in this limited instance when a business is clearly repeatedly stepping around the ordinance and permit rules that perhaps the

Sherriff's office should be able to stop by and pick up the signs, it was suggested by someone else that perhaps this be done in the early a.m. hours. Manager Watkins stated he will discuss the issue with the Sherriff's office and that he believes that Civil Infraction tickets should be issued.

**2. Non-Conforming Single Family Homes in Non-Residential Zoning Districts, Community Development Director Mark Graham**

Director Graham states there are over 20 single family homes in primarily industrial zoned districts. According to Attorney VanWieren's review, language stating that if you close your business for 90 days, non-conforming status is lost - has been overturned in the past. Attorney VanWieren suggested developing a process that allows the property owner to appeal the decision. In addition, the Township would need to establish intent was to relinquish ownership, possession, use etc. Based on Attorney VanWieren's review, Director Graham has drafted revisions to the ordinance and with permission would draft a resolution to sponsor amendments to the zoning ordinance. The rest of the would follow as usual; it would then go to the Planning Commission for public hearing and recommendation and then back to the Board for review and approval.

Treasurer Pizzo stated that in the case of an owner selling a non-conforming property – the non-conforming status transfers to the new owner. Trustee Hicks notes that unless the ordinance is changed, it is possible that the Township will not be able to rid itself of non-conforming properties. That the law states that a non-conforming use can be retained unless expanded, abandoned or changed. That mere non-use does not fall under abandoned and is not sufficient.

Director Graham stated four possible options were presented to counsel, among them were: rezone non-conforming lots from industrial to residential, to amend the zoning ordinance to permit the re-establishment of non-conforming uses, amending the zoning ordinance to prohibit the re-establishment of non-conforming uses, and the forth option is provided by the Michigan Zoning Enabling Act which allows the Township to condemn and purchase the properties. The first two options presented to counsel were ruled out. It was the consensus that Director Graham drafts a resolution to sponsor amendments to the zoning ordinance to the Board for review.

**3. FY2014 Budget Overview, Finance Director Jeff Anderson**

Director Anderson stated that the 2014 recommended budget meets the following: It is prepared in accordance with the MI Uniform Accounting & Budgeting Act, it follows the Township Strategic Plan, it allocates funding to provide continued high-quality public safety services (Police, EMS, Fire) and it provides funding for several programs to keep Delta Township a great place to Live, Work, and Play.

Director Anderson stated the budget goals and priorities of 2014 are as follows: To maintain or increase service levels, balance the General Fund Budget, to maintain high quality water/sewer services at affordable prices, continue funding future liabilities (OPEB), and address goals identified in Strategic Plan.

Director Anderson identified some of the 2014 budget challenges as follows: Increased ambulance/fire runs, continued low interest rate earnings, projected benefit cost increases and increasing utility costs.

Director Anderson outlined the general fund budget highlights and major changes as follows: Balanced budget with revenues of \$16,149,741 & expenditures of \$16,084,649, adheres to self-imposed budget requirement of a minimum of 50% unassigned fund balance, the unassigned fund balance must be equal to at least 6 months operating expenses (projected to be 7.7 months). It allocates money toward achievement of strategic goals: Rewrite of the zoning ordinance, sign ordinance, & "clear" zoning (economic development), the Mt. Hope park study (parks & paths), \$125k for new pathways/sidewalks (parks & paths), the addition of (3) full-time paramedic/firefighters (infrastructure – public safety services), general activity money allocated to identify effective "branding" strategies (identity & branding). Over funds the GF portion of the OPEB ARC by \$100k (\$454,200). Funds future capital expenditures through a transfer of funds to the Capital Projects fund in the amount of \$146,500. Budget includes 1% Cost of Living Adjustment to wages. Budget for health insurance costs adheres to the estimated "Hard Cap" for 2014 (5% increase).

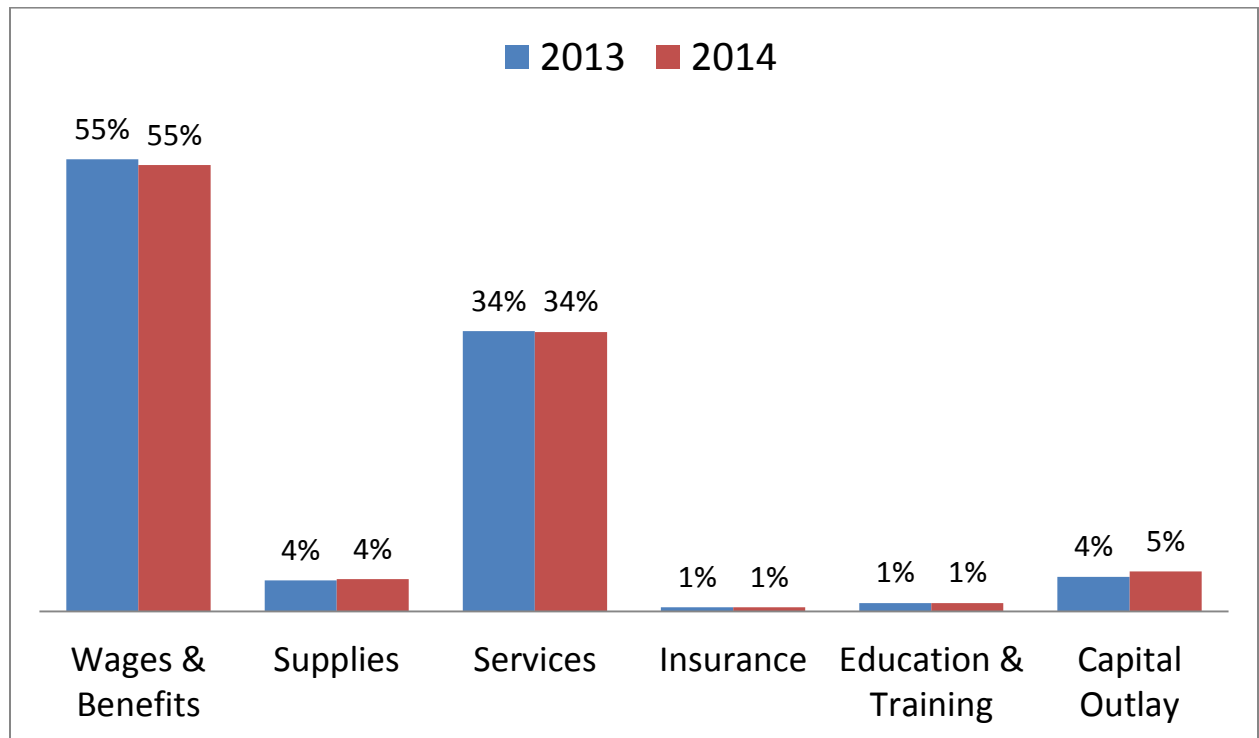
Director Anderson provided General Fund revenues by source for 2013 and 2014 and states that the trend has moved up and believes that the trend will continue to rise/level out rather than drop.

Director Anderson provided the following General Fund summary:

	Actual 2011	Actual 2012	Amended 2013	Recommended 2014
Taxes	7,282,437	6,994,498	6,815,805	6,801,600
Licenses/Permits	354,217	567,012	392,250	513,150
State Revenue Sharing	2,340,854	2,347,192	2,386,377	2,425,064
Fees & Charges	3,365,099	3,482,830	3,435,681	3,582,228
Interest	255,951	209,166	165,000	123,750
Other Charges for Service	620,753	846,651	917,200	914,800
Grant Revenue/Misc.	959,569	429,482	85,700	106,800
<u>Transfers-In</u>	<u>1,173,145</u>	<u>1,005,515</u>	<u>1,300,550</u>	<u>1,682,349</u>
Total General Fund Revenues	\$16,352,025	\$15,882,346	\$15,498,563	\$16,149,741

Of particular note, taxes have leveled off. State revenue sharing has increased each year, and the 2014 is a projected figure provided by the State of Michigan.

Director Anderson provided a comparison of 2013 vs. 2014 General Fund expenditures. The two largest pieces of the budget are wages and benefits and services which is the Township's police contract.



Director Anderson notes that the Capital Outlay for 2014 is slightly above that of 2013. Following is a department breakdown of expenditures.

Expenditure Summary	2012 Actual	2013 Budget	2014 Recommend	
Trustees	85,541	89,364	88,304	-1.20%
Manager's Office	456,679	480,039	484,064	0.80%
Clerk	605,696	429,018	490,827	14.40%
Information Technology	247,890	236,496	220,775	-7.10%
Accounting/Treasurer	480,780	517,526	529,568	2.30%
Assessing	417,135	497,780	479,546	-3.80%
Township Hall & Grounds	383,272	422,583	430,624	1.90%
General Activity	742,498	707,600	745,900	5.40%
Cemetery Activity	223,667	191,163	183,989	-3.90%
Police Activity	3,038,181	3,007,900	3,066,625	2.00%
Fire	2,137,618	1,895,923	2,355,601	24.20%

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<u>Expenditure Summary</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2014 Recommend</u>	
Fire - LGRFA	319,480	349,487	371,227	6.20%
Emergency Operations Ctr.	10,034	14,100	29,100	106.40%
Building	662,543	672,776	651,972	-3.20%
Public Works (Recycling)	60,644	67,135	71,321	6.20%
Drains Activity	533,418	224,550	216,880	-3.50%
Roads Activity	585,538	473,100	330,500	-43.10%
Engineering Activity	298,299	361,531	370,995	2.60%
Street Lighting Activity	475,640	480,440	506,665	5.20%
Ambulance Activity	2,273,070	2,489,450	2,477,549	-0.50%
Planning	321,627	328,942	415,364	26.30%
Parks & Recreation	1,109,658	1,253,892	1,329,534	6.00%
EDC	86,162	89,954	91,219	1.40%
Capital Improvement Transfer	<u>45,980</u>	<u>147,000</u>	<u>146,500</u>	<u>-0.30%</u>
Total General Fund Expenditures	\$15,601,050	\$15,427,749	\$16,084,649	4.3%

Director Anderson provided a category breakout for each department below:

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<b>TRUSTEES</b>				
Summary	2011 Actual	2012 Actual	2013 Amend	2014 Recommend
Personnel Services	82,419	82,558	82,204	82,204
Supplies				800
Services	2,582	3,400	5,660	2,800
Education & Training	<u>131</u>	<u>2,000</u>	<u>1,500</u>	<u>2,500</u>
Total Trustees Activity	\$85,132	\$87,958	\$89,364	\$88,304

<b>MANAGER'S OFFICE</b>				
Personnel Services	411,686	421,150	435,379	438,904
Supplies	5,644	9,372	10,800	9,800
Services	7,334	15,313	18,640	18,640
Education & Training	6,600	7,866	12,720	14,220
Capital Outlay	-	<u>2,978</u>	<u>2,500</u>	<u>2,500</u>
Total Manager's Office	\$431,264	\$456,679	\$480,039	\$484,064

<b>CLERK'S OFFICE</b>				
Personnel Services	307,454	339,341	312,268	310,127
Supplies	45,649	109,957	43,300	83,250
Services	51,615	139,698	55,550	92,450
Education & Training	1,999	1,869	3,900	3,500
Capital Outlay	<u>1,627</u>	<u>14,831</u>	<u>14,000</u>	<u>1,500</u>
Total Clerk's Office	\$408,344	\$605,696	\$429,018	\$490,827

Director Anderson notes that the Clerk's office will have two elections in 2014, hence the increase in dollars under services.

<b>IT ACTIVITY</b>				
Personnel Services	155,987	148,054	162,596	151,075
Supplies	858	2,301	5,000	-
Services	31,343	37,772	34,700	34,700
Education & Training	1,074	670	4,200	5,000
Capital Outlay	<u>27,771</u>	<u>59,093</u>	<u>30,000</u>	<u>30,000</u>
Total Information Technology	\$217,032	\$247,890	\$236,496	\$220,775

<b>ACCOUNTING/TREASURER</b>				
Personnel Services	416,203	423,802	433,556	454,213
Supplies	24,360	21,610	29,900	26,500
Services	28,292	31,512	38,450	39,750
Education & Training	1,570	3,573	5,620	4,805
Refunds & Rebates	40,249	-	-	-

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<u>Summary</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Amend</u>	<u>2014 Recommend</u>
Capital Outlay	<u>396</u>	<u>283</u>	<u>10,000</u>	<u>4,300</u>
Total Accounting Dept.	\$511,070	\$480,780	\$517,526	\$529,568

Director Anderson pointed out the figure reported for 2011 under refunds and rebates and seen not seen in other calendar years is a difference in how those dollars are accounted for. That they are now reflected as a reduction in tax revenue rather than an expenditure which was implemented in 2012.

Also of note there are step increases included in the personnel services category. Also reflected in this number is an employee who previously opted out of the healthcare offered, who has now enrolled.

<b>ASSESSING DEPARTMENT</b>				
Personnel Services	364,534	368,259	395,762	398,471
Supplies	14,850	16,566	17,000	18,600
Services	44,218	25,763	75,900	56,350
Insurance	963	893	893	-
Education & Training	5,026	5,654	7,475	5,425
Capital Outlay	<u>1,958</u>	-	<u>750</u>	<u>700</u>
Total Assessing Dept.	\$431,549	\$417,135	\$497,780	\$479,546

Director Anderson stated that the primary reason for the overall reduction here is monies previously allocated for appraisal services related to Michigan Tax Tribunal cases – for which actual case filing numbers have been on a downward trend and are expected to continue as such.

<b>TOWNSHIP HALL &amp; GROUNDS</b>				
Personnel Services				172,000
Supplies	26,375	37,855	35,800	28,800
Services	117,978	134,926	168,200	161,800
Insurance	16,846	20,248	20,248	21,400
Capital Outlay	<u>3,515</u>	<u>9,620</u>	<u>15,500</u>	<u>46,000</u>
Total TH & G	\$338,542	\$383,272	\$422,583	\$430,624

Director Anderson states that these numbers represent facilities management of the whole organization, administration building, the parks and recreation buildings, and the sub-station. Two large upcoming projects are paving the west side of the administration building and to finish the upper level carpeting.



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**GENERAL ACTIVITY**

	2011		2013	2014
Summary	Actual	2012 Actual	Amend	Recommend
Personnel Services	580,836	491,455	430,700	466,700
Supplies	15,408	22,915	27,100	27,800
Services	181,710	155,812	188,300	189,800
Education & Training	53,587	44,847	51,500	51,600
Capital Outlay	13,600	25,403	10,000	10,000
Total General Activity	\$845,141	\$740,432	\$707,600	\$745,900

Director Anderson states that the category of personnel services under General Activity includes the OPEB contribution that goes to the Trust, retiree premiums and the wellness program. As a reminder, the retiree premiums are paid from current operations and revenues rather than out of the Trust.

Director Anderson states that the budget for legal fees was slightly increased to encompass upcoming contract negotiations.

Director Anderson states that the dues listed below are those that the Township itself has agreed to be members of.

**GENERAL ACTIVITY MEMBERSHIP & DUES**

Lansing Area Safety Council	1,000
MIDEAL	250
Michigan Local Government	550
Tri-County Regional Planning	21,000
Visitors and Convention Bureau	400
Lansing Regional Chamber	400
Greater Lansing Cleaner Cities	200
Michigan Municipal League	6,600
Michigan Township Association	6,000
Lansing Economic Area Partnership	15,000
DeltaSide Business Association	<u>200</u>
Total General Membership & Dues	\$51,600

<b>POLICE SUBSTATION</b>				
Summary	2011 Actual	2012 Actual	2013 Amend	2014 Recommend
Supplies	3,611	2,512	5,000	4,500
Services	<u>2,946,916</u>	<u>3,035,669</u>	<u>3,002,900</u>	<u>3,062,125</u>
Total Sheriff Activity	\$2,950,527	\$3,038,181	\$3,007,900	\$3,066,625

Manager Watkins elaborated about what is included in the services column. It contains everything that we are charged under contract, as well as wages for school crossing guards. However, it does not contain things such as utilities or building maintenance. The Township does receive a credit for the contribution the Township makes toward the county revenue – which currently equates to 35%.

<b>FIRE DEPARTMENT</b>				
Summary	2011 Actual	2012 Actual	2013 Amend	2014 Recommend
Personnel Services	1,351,027	1,491,689	1,477,373	1,483,551
Supplies	250,244	93,861	82,250	91,000
Services	178,837	127,155	137,700	130,100
Insurance	16,664	20,100	20,100	21,200
Education & Training	8,488	20,616	14,000	15,250
Capital Outlay	2,576	246,367	28,500	476,500
Grants and Other	<u>134,890</u>	<u>137,830</u>	<u>136,000</u>	<u>138,000</u>
Total Fire Department	\$1,942,724	\$2,137,618	\$1,895,923	\$2,355,601

Director Anderson states that ambulance fees are up 11% YTD and fire-calls are up 6% YTD. Regarding capital outlay - \$450,000 of the 2014 recommended budget is a new fire engine that has been planned and saved for.

<b>LOOKING GLASS FIRE</b>			
Personnel Services	273,019	334,187	346,952
Supplies	38,314	8,100	15,475
Services	7,951	2,700	2,300
Insurance	-	-	2,000
Education & Training	196	4,500	4,500
Capital Outlay	=	=	=
Total Looking Glass Fire	\$319,480	\$349,487	\$371,227

Director Anderson points out that the personnel service are slightly increased as step increases are underway and the department will be 4/5 of the way up through 2014.

<b>Looking Glass Regional Fire Authority</b>	
2014 Delta Township Costs	
Contract Revenue	313,000
Ambulance Revenue	<u>149,850</u>
Total Revenue	\$462,850
 Budgeted Expenditures	 \$371,227
 Estimated Delta Savings	 \$91,623

<b>AMBULANCE</b>				
Summary	2011 Actual	2012 Actual	2013 Amend	2014 Recommend
Personnel Services	1,846,547	1,780,693	1,892,200	2,037,949
Supplies	90,096	112,250	104,450	105,950
Services	294,655	308,858	276,400	285,400
Insurance	21,000	19,300	19,300	19,900
Education & Training	2,348	6,289	11,100	12,850
Capital Outlay	<u>193,662</u>	<u>45,680</u>	<u>186,000</u>	<u>15,500</u>
Total Ambulance Activity	\$2,448,307	\$2,273,070	\$2,489,450	\$2,477,549

<b>EMERGENCY OPERATIONS</b>				
Supplies	1,100	290	600	600
Services	10,424	9,744	13,500	13,500
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,000</u>
Total EOC	\$11,524	\$10,034	\$14,100	\$29,100

Director Anderson stated that the capital outlay amount is for a new training technology called Bluecard, which the Township will be able to train its staff as well as host other municipalities. This is a total \$30,000 investment in which the other half is split between the Fire and Paramedic departments.

<b>BUILDING DEPARTMENT</b>				
Personnel Services	754,948	631,061	625,876	613,742
Supplies	13,228	12,176	16,100	12,300
Services	5,520	7,605	5,860	8,800
Insurance	3,400	3,130	3,130	3,130
Education & Training	5,802	8,401	8,810	9,000

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<u>Summary</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Amend</u>	<u>2014 Recommend</u>
Capital Outlay	<u>31,444</u>	<u>170</u>	<u>13,000</u>	<u>5,000</u>
Total Building Department	\$814,341	\$662,543	\$672,776	\$651,972
<b>RECYCLING</b>				
Personnel Services	26,948	23,801	25,585	29,371
Supplies	2,413	2,091	4,750	4,750
Services	32,016	34,752	36,300	36,700
Capital Outlay	-	-	<u>500</u>	<u>500</u>
Total Recycling	\$61,376	\$60,644	\$67,135	\$71,321

Director Anderson stated that the increase reflects a plan to increase operations by 7 hours weekly.

<b>ROADS ACTIVITY</b>				
<u>Summary</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Amend</u>	<u>2014 Recommend</u>
Services	101,799	83,138	180,500	205,500
Capital Outlay	<u>599,634</u>	<u>502,400</u>	<u>292,600</u>	<u>125,000</u>
Total Roads Activity	701,433	585,538	473,100	330,500

Director Anderson states that there are no upcoming road repairs that the Township will have a contributing share of costs. There have been multiple over the last few years. The \$125,000 is budgeted for new pathways and sidewalks within the Township.

<b>ENGINEERING DEPARTMENT</b>				
Personnel Services	480,493	277,901	323,251	342,495
Supplies	9,086	8,615	13,200	12,300
Services	7,444	6,930	18,500	8,500
Insurance	1,500	1,380	1,380	1,500
Education & Training	4,348	2,663	4,700	5,700
Capital Outlay	-	<u>810</u>	<u>500</u>	<u>500</u>
Total Engineering Dept.	502,871	298,299	361,531	370,995

Director Anderson states that the increase in personnel services budget is due to an expected increase in hours for a current part-time staff person by about 15%. There is an open position in Engineering for an Engineering Technician.

<b>PLANNING DEPARTMENT</b>				
Personnel Services	352,287	300,172	320,242	326,464
Supplies	1,744	1,580	3,400	3,400
Services	218	15,815	1,350	81,350
Insurance			-	-

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Summary	2011 Actual	2012 Actual	2013 Amend	2014 Recommend
Education & Training	1,523	1,072	3,950	2,650
Capital Outlay	<u>486</u>	<u>2,988</u>	-	<u>1,500</u>
Total Planning Dept.	\$356,258	\$321,627	\$328,942	\$415,364

Director Anderson reiterated the increase in services is to accommodate changes to the sign and zoning ordinances as well as instituting clear zoning. Manager Watkins states that the zoning ordinance has multiple references to other sections within. The clear zoning brings those separate references together in the computer.

EDC ACTIVITY				
Personnel Services	63,577	84,213	85,709	86,534
Supplies	2,019	1,015	2,100	2,100
Services	300	-	300	300
Education & Training	749	934	1,845	2,285
Capital Outlay	-	-	-	-
Total EDC Activity	\$66,644	\$86,162	\$89,954	\$91,219

PARKS DEPARTMENT				
Personnel Services	923,730	795,817	852,094	896,256
Supplies	129,472	126,894	154,267	160,382
Services	145,447	130,549	178,276	201,358
Insurance	14,100	12,960	12,660	13,400
Education & Training	9,226	8,321	17,095	17,138
Capital Outlay	<u>58,265</u>	<u>35,117</u>	<u>39,500</u>	<u>41,000</u>
Total Parks & Recreation Dept.	\$1,280,240	\$1,109,658	\$1,253,892	\$1,329,534

Director Anderson state the personnel increase reflects the transfer of a secretary from the fire department to the parks department and while the increase was improved in the activity last year, this is the first year in the budget that it is fully shown in the budget. The budget includes the CIP outlined in the parks report.

2 YEAR PROJECTION		
	Budgeted 2014	Projected 2015
<b><u>Revenue Summary</u></b>		
<b><i>Total Projected Revenue</i></b>	<b>\$16,149,741</b>	<b>\$16,018,337</b>
<b><u>Expenditures Summary - by Department</u></b>		

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Trustees	88,304	89,629
	Budgeted	Projected
	2014	2015
Manager's Office	484,064	491,325
Clerk	490,827	436,450
Information Technology	220,775	224,087
Accounting/Treasurer	529,568	537,512
Assessing	479,546	486,739
Township Hall & Grounds	430,624	439,236
General Activity	745,900	757,089
Cemetery Activity	183,989	186,749
Police Activity	3,066,625	3,143,291
Fire	2,355,601	1,940,935
Fire - LGRFA	371,227	382,364
Emergency Operations Ctr.	29,100	15,600
Building	651,972	661,752
Public Works (Recycling)	71,321	72,391
Drains Activity	216,880	210,000
Roads Activity	330,500	335,000
Engineering Activity	370,995	376,560
Street Lighting Activity	506,665	508,000
Ambulance Activity	2,477,549	2,694,712
Planning	415,364	346,594
Parks & Recreation	1,329,534	1,349,477
EDC	91,219	92,587
Capital Improvement Transfer	146,500	147,000
<b>Total General Fund Expenditures</b>	<b>\$16,084,649</b>	<b>\$15,925,077</b>
<b>Projected Unassigned Fund Balance</b>	<b>\$8,297,436</b>	<b>\$8,390,696</b>

Director Anderson notes that the 2015 projections include the change in property tax for homes under \$40,000

OTHER TOWNSHIP FUNDS				
	12/31/2013 Estimate	2014 Budgeted	2014 Budgeted	2014 Estimate
	Fund Balance	Revenue	Expend.	Fund Balance
Debt Service	34,389	391,875	391,875	34,389
Ambulance Fund	2,232,444	1,252,494	1,321,349	2,163,589
EDC Fund	105,248	1,000	15,000	91,248
Capital Projects Fund	1,951,281	157,500	469,000	1,639,781

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Director Anderson notes that the debt service line reflects a zero net effect as the library pays rent and the Township pays the debt service. The net cost will be reduced by about \$100,000 which is the effect of the two additional people in the paramedic fund.

<b>PARAMEDIC FUND PROJECTED FUND BALANCE</b>					
	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>
<b>Revenues</b>	1,230,019	1,254,619	1,279,712	1,305,306	1,331,412
<b>Expenditures</b>	(1,481,349)	(1,327,776)	(1,461,349)	(1,321,054)	(1,455,962)
<b>Fund Balance</b>	<b>1,912,259</b>	<b>1,839,103</b>	<b>1,657,465</b>	<b>1,641,718</b>	<b>1,517,167</b>

Director Anderson projects that based on modest taxable value growth and consistent expenditure growth with inflation – at the end of 2019 the fund balance would be just over 1.5 million, which is still over 100% of expenditures.

<b>CAPITAL PROJECTS</b>	<b><u>Recommended</u></b>		<b><u>Estimated</u></b>
	<b>Balance</b>	<b>Receipts</b>	<b>Balance</b>
	<b>12/31/2013</b>	<b>2014</b>	<b>2014</b>
Unallocated Interest	<b>471,776</b>	10,500	<b>482,276</b>
<b>FACILITY RESERVES:</b>			
Township Hall	<b>21,000</b>		<b>21,000</b>
EDC			
Police	<b>600,000</b>		<b>600,000</b>
<b>EQUIPMENT RESERVES:</b>			
Assessing	<b>43,200</b>		<b>43,200</b>
Clerk - Equipment	<b>60,730</b>	25,000	<b>85,730</b>
Accounting	<b>23,900</b>		<b>23,900</b>
T H & G Equipment	<b>16,000</b>		<b>16,000</b>
Cemetery			
Fire	<b>469,040</b>	90,000	<b>90,040</b>
Building	<b>13,506</b>	12,000	<b>25,506</b>
Planning	<b>15,360</b>		<b>15,360</b>
Engineering-Veh. & Equip.	<b>42,500</b>		<b>42,500</b>
Parks & Rec. - Equip.	<b>164,269</b>	20,000	<b>184,269</b>
Parks & Rec. - Projects	<b>10,000</b>		<b>10,000</b>
Other			
	<b>1,951,281</b>	157,500	<b>1,639,781</b>

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Treasurer Pizzo asked why there is a line item for the police. Manager Watkins noted that this is money that has been saved based on the idea that the police station would be rebuilt. No monies have been added to the fund for about five years. Director Anderson stated that if/when a discussion occurs regarding adding parks or facilities, three components, capital projects fund, fund balance and current operations come into play.

<b>SEWER FUND</b>		<b><u>2013 Amend</u></b>	<b><u>2014 Recommend</u></b>	
		<b><u>Budget</u></b>	<b><u>Budget</u></b>	
<b><u>Revenues</u></b>				
Main, Capital & Other Charges	110,000		120,000	
Sewer & Water Sales	3,840,000		3,674,000	
Investment/Interest Income	112,000		83,300	
Other Income	52,300		82,000	
Total Sewer Revenues	<u>\$4,114,300</u>		<u>\$3,959,300</u>	<u>-3.90%</u>
<b><u>Expenditures</u></b>				
Personnel Services	2,225,702		2,217,396	
Supplies	459,200		452,200	
Services	805,900		805,900	
Insurance	90,925		95,800	
Depreciation				
Capital Outlay	324,000		392,500	
Debt/Bond Etc.	294,523			
Total Sewer Expenditures	<u>\$4,200,250</u>		<u>\$3,963,796</u>	<u>-5.90%</u>
<b>WATER FUND</b>				
		<b><u>2013 Amend</u></b>	<b><u>2014 Recommend</u></b>	
<b><u>Revenues</u></b>				
Main, Capital & Other Charges	138,000		155,000	
Water & Sewer Sales	4,960,000		4,884,800	
Other Revenues	202,500		208,970	
Investment/Interest Income	110,000		91,000	
Total Water Revenues	<u>\$5,410,500</u>		<u>\$5,339,770</u>	<u>-1.30%</u>
<b><u>Expenditures</u></b>				
Personnel Services	753,029		740,276	
Supplies	2,411,068		2,379,508	
Services	502,200		507,200	
Insurance	31,200		32,500	
Capital Outlay	417,000		216,000	
Bond/Debt Etc.	1,628,752		1,300,675	
Total Water Expenditures	<u>\$5,743,249</u>		<u>\$5,176,159</u>	<u>-9.90%</u>



<b>DELTA TOWNSHIP WAGE INFORMATION</b>				
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<b>Delta Twp</b>	0%	2%	1%	1% Budget Request
<b>Meridian Twp</b>	0%/\$400 signing additional PTO	0%/additional paid time off	2%	Working on 2014 budget
<b>Delhi Twp</b>	0%	2%	0%	2.60%
<b>Lansing</b>	1.25%	0% - 1.25%	1.25 - 2%	
<b>Holland Twp</b>		2.00%	1.50%	Working on 2014 budget
<b>Grand Blanc Twp</b>		0%	0%	Working on 2014 budget
<b>Plainfield Twp</b>		0%	2%	Working on 2014 budget
<b>City of Ionia</b>			2%	
<b>City of Grand Haven</b>		2%	2%	
<b>CPI (July-June)</b>	1.20%	3.60%	1.40%	2%
<b>Social Security</b>	0.00%	3.60%	1.70%	1.4%-2%

Trustee Hicks noted that the budget looks great and agrees with the philosophical decisions to continue to chip away at the OPEB fund, keeping the ambulance fund at 100% of operating costs.

Supervisor Fletcher noted that the process going forward for the benefit of the new Board members that there will be a few extra meetings to get more into the detail and department level, so that questions can be answered and more details given, working towards approval November 4, 2013.

Clerk Clark noted that the line item detail is provided and review prior to the upcoming meetings will expedite them.

Supervisor Fletcher stated the Manager's office can distribute a schedule of departments to be discussed at each meeting.

## VII. ADJOURNMENT

Supervisor Fletcher adjourned the meeting at 8:27 p.m.

CHARTER TOWNSHIP OF DELTA

MARY R. CLARK, CLERK

KENNETH FLETCHER, SUPERVISOR